

## **Lower School Technology Specialist**

**Job Title:** Lower School Technology Specialist  
**Department:** Lower School  
**Reports to:** Mrs. Erin Harper, Head of Lower School  
**FLSA Status:** Exempt  
**PDS Status:** Faculty, full-time, benefited

**Employment Opportunity:** Providence Day's Lower School is seeking a dynamic teacher to join our exceptional Lower School Faculty. The teacher should exhibit and support the Providence Day Mission Statement.

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,700 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity, and character development, PD seeks to inspire in its students a passion for learning, a sense of social responsibility, and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program, and the National Council of Teachers of English, PD provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender, or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time teaching position beginning in August 2021.

### **Strategic Areas of Focus:**

- Using technology to develop innovative, higher-order thinking skills, such as creative problem-solving and critical thinking;
- Designing student-centered, project-based, and online learning environments

**Position Responsibilities:**

The Lower School Technology Specialist will teach technology skills to Lower School students from Transitional Kindergarten-Grade 5 in the classroom space called the Tech Tank. These skills include, but are not limited to:

- Digital Citizenship (Providence Day School's rules for navigating the digital world);
- Coding;
- iPad usage;
- Google Suite;
- Keyboarding.

Further, the Lower School Technology Specialist will oversee the introduction and integration of technology within the Tech Tank and across the Lower School, including developing lessons to compliment classroom instruction and supporting the use of technology within Lower School classrooms. The candidate must also promote creative teaching and thinking among teachers and students.

In addition to teaching and classroom support responsibilities, the Lower School Technology Specialist will coach teams for the First Lego League competition as a Lower School extracurricular activity, and will perform other duties as requested by Lower School administration.

**Qualifications:** B.A. or B.S. in Elementary Education, Early Childhood Education, and/or Gifted and Talented Instruction. A Master's Degree in Elementary Education and/or Instructional Technology is preferred as well as 3-5 years of teaching experience. Candidate must demonstrate cultural competency. Knowledge of culturally responsive approaches to education is strongly preferred.

**Salary and Benefits:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage.

**Application Process:** Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

[PDS.LSTechSpecialist@providenceday.org](mailto:PDS.LSTechSpecialist@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).